

Please complete within 48 hours of tentative reservation

**Rust Library**  
**380 Old Waterford Road, N.W.**  
**Leesburg, VA 20176**  
**VOICE/TTY: 703-777-0323**  
**FAX: 703-771-5620**

Application Date

ROOM	
DATE	
TIME	
<b>AFTER HOURS</b>	
Fee PAID:	
Guard Scheduled:	
AV SETUP:	

### APPLICATION FOR MEETING ROOM USE

Reservations/Applications may be made in person or by FAX. Meeting reservations for **AFTER HOURS** use must be made **10 business days in advance of meeting date to allow security scheduling. FEES for BUSINESS or FOR-PROFIT use and for AFTER HOURS use must be paid at the time of application and must be submitted with this form. For groups FAXING meeting room reservations, fees must be received within 48 hours of submitted application or the booking will be released. See reverse for additional details.**

Date of Program:

Actual Meeting Time:  
(beginning to ending)

Expected Attendance:

Total Time (including time for  
setup and cleanup)

Name of Organization:

Purpose of Meeting:

Name of Representative:

Address:

Daytime Phone:

Evening Phone:

Please check one:	
<input type="checkbox"/>	County or Town Government (No Charge)
<input type="checkbox"/>	Community Organization (Donations Accepted)
<input type="checkbox"/>	Non-profit organization (Donations Accepted)
<input type="checkbox"/>	Other: (Please explain)

Please check one:	FEE	Hours	TOTAL
<input type="checkbox"/> BUSINESS or FOR-PROFIT groups (\$40.00 per hour or any part of an hour). See reverse for FEE refunds for cancellations.	\$ 40.00		
<input type="checkbox"/> AFTER HOURS Security Fee: Minimum of 2 hours @ \$26.95 an hour. NO REFUNDS.	\$ 26.95		
<input type="checkbox"/> BUSINESS OR FOR-PROFIT AV FEE (\$10.00)			
<input type="checkbox"/> TOTAL FEES DUE			

Please make checks payable to "County of Loudoun"

Please check one:

	Meeting Room	Capacity
<input type="checkbox"/>	Meeting Room	150 chairs
<input type="checkbox"/>	Conference Room A	1 table with 12 chairs
<input type="checkbox"/>	Conference Room B	2-4 tables with up to 15 chairs
<input type="checkbox"/>	Computer Training Lab	15 PC workstations

**Businesses and for-profit groups will be charged \$10.00 for use of AV equipment.**

Please check any equipment needed:

<input type="checkbox"/>	Assistive Listening System	<input type="checkbox"/>	Microphone - Wired	<input type="checkbox"/>
<input type="checkbox"/>	Data/Video Projector	<input type="checkbox"/>	Microphone - Wireless	<input type="checkbox"/>
<input type="checkbox"/>	DVD Player	<input type="checkbox"/>	Slide Projector	<input type="checkbox"/>
<input type="checkbox"/>	Lectern	<input type="checkbox"/>	TV-DVD Combo	<input type="checkbox"/>
<input type="checkbox"/>	Kitchen Use – No Fee	<input type="checkbox"/>		<input type="checkbox"/>

Please read the information on the back and sign this form.

**Please read the attached Library Policy on Meeting Room Use and the following regulations:**

- ☐ No group may schedule meeting rooms more than 16 hours each month.
- ☐ The organization will provide proper supervision at all times.
- ☐ The library is pleased to provide meeting space as a community service. You may support the library and honor your organization by making a donation.
- ☐ A **ROOM USE FEE** (\$40.00 an hour or any part of any hour) will be charged to **BUSINESS** and **FOR-PROFIT** groups. Payment must be made with this form to secure the reservation or the booking will be released. Booking cancellations must be made seven (7) business days in advance in order to receive a 75% refund. Refund requests must be made in person, by fax or by email. Subject line should read: Meeting Room Cancellation. Email address: [rustlibrary@loudoun.gov](mailto:rustlibrary@loudoun.gov). Weather related cancellations are refunded.
- ☐ All groups using the meeting rooms **AFTER HOURS** will pay a SECURITY FEE of \$26.95/hour for a minimum of 2 hours. Rooms must be booked 10 business days in advance and only until 11:00 PM on Monday – Thursday, and 9:00 PM on Friday and Saturday. This service is not available on Sunday nights. If security guards are unavailable, the meeting will be canceled and the fee refunded. The security fee is in addition to other fees such as those for for-profit usage and AV charges. The Computer Training Lab and Conference Room B are not available for after hours bookings.
- ☐ Groups requesting AV equipment must provide a member familiar with the operation of audio/video equipment. The group will be responsible for any damages other than normal wear and tear (e.g. bulbs).
- ☐ The organization is responsible for setup and for cleanup of the room and furniture. Appropriate time before and after the meeting should be included in the booking time. The authorized representative of your organization is responsible for the good condition of the room and will report any damage to the room or its contents to library staff. A vacuum cleaner is kept in the closet of the Meeting Room. The group using the room is responsible for cleanup after the meeting.
- ☐ Due to their location within the library, food is not permitted in Conference Room B or the Computer Training Lab.
- ☐ Users are responsible for notifying their members of meeting cancellations due to weather. Please check [library.loudoun.gov](http://library.loudoun.gov) for closings.

***Renters are not covered by the County of Loudoun's liability insurance.***

*I am an authorized representative of the organization named above. I have read and agree to comply with the regulations for the use of Loudoun County Public Library public meeting rooms as set forth above and in the Library Policy on Meeting Room Use which I have received and read. I agree that any violation of the rules and requirements set forth in this application may be grounds for immediate expulsion and denial of future use of the facility.*

Signature:	Library Card #:
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